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~~Information~~

21 November 1953

MEMORANDUM FOR: DEPUTY COMPTROLLER
THROUGH: ACTING DEPUTY DIRECTOR (ADMINISTRATION)
SUBJECT: Training Quotas for Finance Officers

1. Reference is made to your memorandum of 9 November 1953 requesting the assignment of quotas to your office for the enrollment of certain of your personnel into Phase II and Phase III of the Basic Training Program.

2. The need for this instruction is recognized and it is considered appropriate and desirable that Finance Officers receive training in operational techniques. Therefore, the Office of Training is pleased to allot two slots in each of these courses to your office. The heavy demands upon these courses by the Clandestine Services, which must be given priority, preclude the firm assignment of a larger quota. However, we shall be pleased to accept as alternates two additional names for each course, and in the event additional openings occur, these alternates will be enrolled.

3. As mentioned in your memorandum, it would be appreciated if you will inform the Registrar if you should find no need for your quota for a particular class.

SIGNED

MATTHEW BAIRD
Director of Training

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